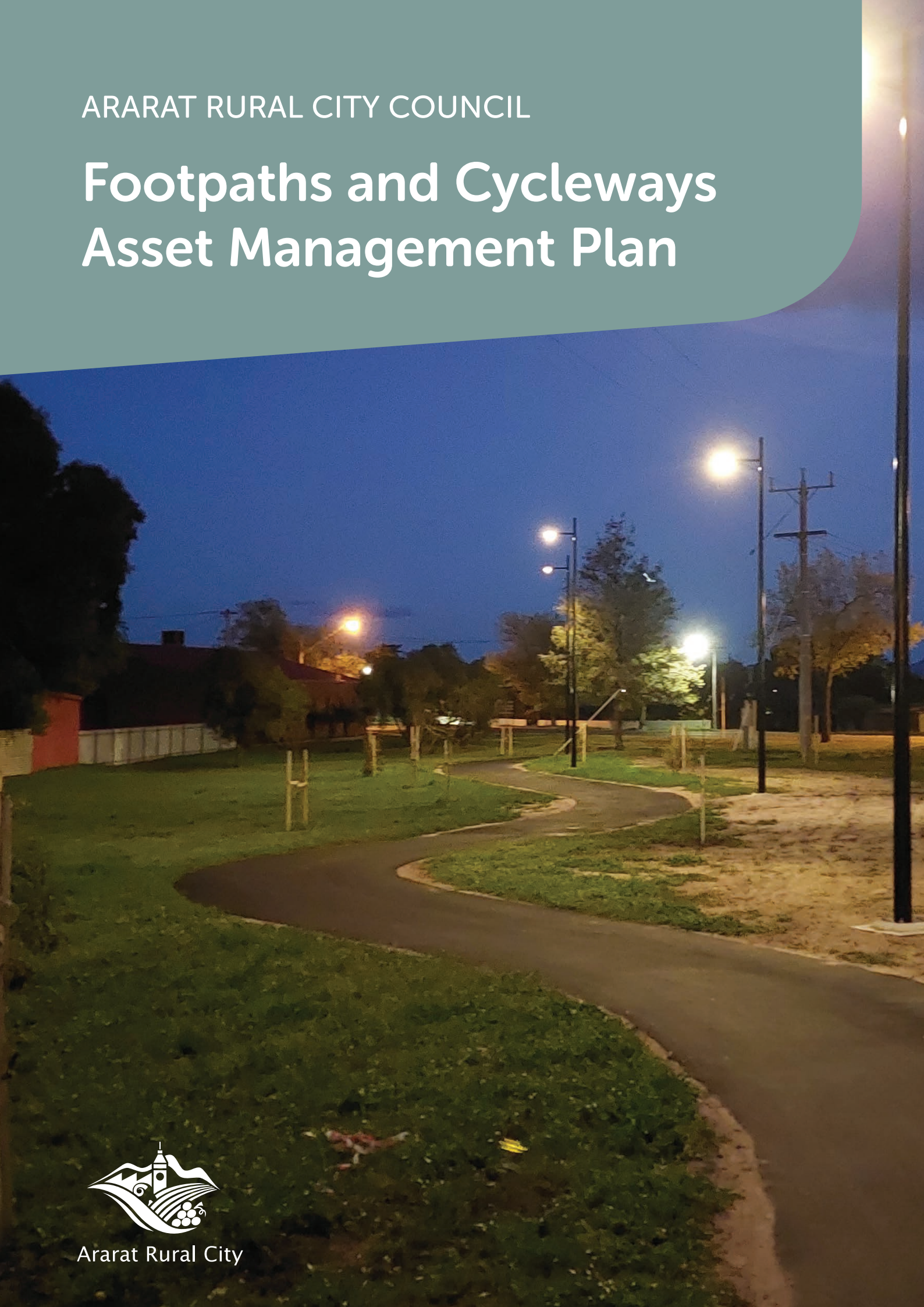
ARARAT RURAL CITY COUNCIL

Footpaths and Cycleways Asset Management Plan



Ararat Rural City

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1 PLAN INTENTION AND STRUCTURE

The intent of this document is to outline the approach used by Ararat Rural City Council in managing its footpath and cycleway network. This plan covers the entire lifecycle of all elements of managing the footpath and cycleway network including but not limited to:

- Construction and Capital Works.
- Maintenance.
- Inspection and Health Assessment.
- Asset Register and Data.
- End of life/Renewal.
- Valuation.
- Incident Management.
- Reporting.

Ararat Rural City Council will execute the management of its footpath and cycleway network aligned with the approach outlined in this plan.

This plan is structured into components representing operational areas of the council called 'services'. The responsibilities that exist within those services combine towards a whole of organisation approach to asset management.

Council service lines included in this plan are:

- Asset Management
- Depot Operations
- Finance
- Engineering
- Procurement
- Customer Services
- Governance
- Occupational Risk and Safety
- Organisational Transformation

2 INTRODUCTION

Council's footpaths contribute to the community through:

- access and safe movement of people
- community linkages to shops, schools, neighbours, and friends
- recreation and health and fitness opportunities
- improvement to local amenity.

The network comprises both sealed (i.e. asphalt, concrete, brick pavers) and unsealed pathways (e.g. gravel). Council's footpath network has been developed over time to provide pedestrian access around the major townships within the municipality.

2.1 Footpath and Cycleway Asset Class

Council's footpath and cycleway infrastructure assists the overall transport network to promote a high level of connectivity throughout the municipality; in addition, pathways encourage and enable the community to engage in passive recreation. Each pathway is classified according to a functional hierarchy which is dependent on the type of traffic experienced, volume of traffic, specific function and potential risk.

Asset Category	Asset Type	Asset Components/ Elements Included
Pathways	Footpaths	• Surface • Pavement • Ramps • Rails • Signs and Marking • Lights
	Shared Paths	• Surface • Pavement • Ramps • Rails • Signs and Marking • Lights

2.2 Future demand

The main demands for new services are created by:

- Population and demographic change
- Ageing infrastructure
- increased awareness of the benefits of walking as an active transport option

These will be managed through a combination of managing existing assets, upgrading of existing assets and providing new assets to meet demand and demand management.

We will implement demand management practices to control future increased costs of our assets, including the consideration of non-asset solutions and mitigating the increased threat (risk exposure) of asset and system failure by:

- planning network improvements to coincide with major land use changes
- incorporating the principles of universal design in all footpath projects to promote access for all
- ensuring all footpaths are constructed to meet Infrastructure Design Standards as adopted by Council.

2.3 Key stakeholders

Our assets are utilised by a broad cross-section of the community. The stakeholders in the management of Council's footpath assets are many and often their needs are wide-ranging. The relevant key stakeholders are:

- Councillors
- Local residents including cyclists, pedestrians, etc
- Visitors to the municipality
- Tourism operators
- Utility agencies
- Developers
- Neighbouring councils
- Regional Roads Victoria and other government departments
- Council's insurers

The community's needs and expectations are subject to change frequently and are becoming more demanding manifested by demands for services that provide better quality, value for money, environmental awareness and relevant value adding.

2.4 Legislative Requirements, Standards and Guidelines

- Local Government Act 2020 and 1989.
- Road Management Act 2004 & associated regulations and codes of practice.
- Transport Act 1983
- Road Safety Act 1986
- Disability Discrimination Act 1992
- Planning and Environment Act 1987
- Occupational Health and Safety Act 2004
- Infrastructure Design Manual (IDM) 2015
- International Infrastructure Management Manual (IIMM) 2006, IPWEA
- Australian Accounting Standard (AS/NZS 4360)
- ISO 55000:2014 Asset Management
- Austroads Guide to Road Design Part 6A: Pedestrian and Cyclist Paths
- Austroads Guide to Traffic Management Part 6: Intersection Interchanges and Crossings
- Ararat Rural City Council – Local Laws.

3 ASSET MANAGEMENT

The Asset Management service is responsible for the delivery of the following core items.

- Asset Management System.
- Asset Class Definition.
- Asset Data Structure and Schema.
- Intervention Definitions.
- Condition Definition and Inspection.
- Asset Attribute Data Collection and upkeep.
- General Asset Reporting.

3.1 Asset Management System

Ararat Rural City Council uses an Asset System called Confirm. Confirm has two modules that act as extensions to the Confirm software, Confirm Connect and Confirm WorkZone.

Confirm Connect is a mobility enabled software module that is built for the specific purpose of 'in the field' use. The software works on a tablet or phone and can work in both online (internet connected) and offline (blackspot or offline) modes. Primarily the software is used by operators to complete 'in the field' activities such as condition inspections, defect inspections or asset attribute data collection.

Confirm WorkZone is used as a management interface to schedule works. This allows for works in similar locations to be grouped, so works can be executed by a crew whilst in a specific region or zone.

3.2 Footpaths and Cycleways Class Definition

Ararat Rural City Council footpaths and cycleways are broken down into nine different classes. This breakdown serves as both a separator for type and also a means to value the footpaths and cycleways network.

Code	Type
PWAS	PW-C-Asphalt
PWAM	PW-C-Asphalt/Masonry
PWBR	PW-C-Brick Paving
PWCO	PW-C-Concrete
PWCP	PW-C-Concrete Paving
PWGR	PW-C-Gravel/Granite Sand
PWMA	PW-C-Masonry
PWNS	PW-C-Natural Surface
PWSS	PW-C-Spray Seal

Information on establishing levels of service is available elsewhere. Further reference can be made to the "International Infrastructure Management Manual" (IIMM) and to associated documents.

3.3 Pathway Functional Hierarchy

Path Category	Description
High Use Footpath	Paths located in or near central civic or commercial areas, or adjacent to significant community facilities such as hospitals, libraries, schools or similar.
Medium Use Footpath	Paths located in residential zones or near outer urban commercial areas or community facilities, and all paths in public parks and gardens, and recreational paths.
Low Use Footpath	Paths located in low density residential or rural living zones. Paths on roads without kerb and channel. All other footpaths.
Cycle Paths	Paths designed exclusively for cycle use. (Note distinction between bike lane which is located within the carriageway.)
Shared Use Paths	Paths designed to be used by both cyclists and pedestrians.

3.4 Footpaths and cycleways Data Schema

The following structure outlines the mandatory and optional attribute data collected specific to the Ararat Rural City Council footpaths and cycleways Network.

MANDATORY DATA

- Age
- Width
- Length
- Class definition
- Inspection date
- Photos

3.4.1 Spatial Data

The Ararat Rural City Council footpath and cycleways network is captured spatially by position (latitude and longitude) and can be displayed on a mapping environment however the spatial representation of the bridge as a three-dimensional model (using LiDAR etc) is not available at this time.

3.4.2 Condition Inspection

Condition inspections occur via one of the following methods.

- Level 1: Routine Maintenance inspection (Asset Officer or Maintenance Staff)
- Level 2: Condition Inspection (Asset Officer or Engineer)

3.4.3 Condition Definition

Condition Rules (1-5 overall general condition values with definitions)

Refer IPWEA Practice Note 1 – Footpaths & Cycleways, Appendix 2: A rating system for the inspection of footpaths.

Condition State	Subjective Rating	Description	Action
1	Good ('as new')	Free of defects with little or no deterioration evident.	No action required in foreseeable future.
2	Fair	Minor maintenance required.	No action required until at least next programmed inspection.
3	Poor	Significant maintenance required.	Action required prior to next programmed inspection.
4	Very Poor	Significant renewal/rehabilitation required.	Action required as soon as possible.
5	Unsafe	Physically unsound and/or beyond rehabilitation.	Action required before path can be used by public.

3 ASSET MANAGEMENT

3.4.4 Condition Inspection Routine

Inspection Description	Rate
Within 1 year of construction	Inspect at 3 months and at 6 months
Condition 1-3	Once annually
Condition 4	Twice annually
Condition 5	Quarterly

3.5 Attribute Collection

Asset staff will utilise Confirm Connect to check current asset attribute data and update as necessary whilst in the field assessing/visiting an asset (i.e. for a condition inspection) New assets will be recorded in confirm based on design specifications and then checked and updated in the field. Asset Attribute data collection will be in line with mandatory data collection requirements.

3.6 General Asset Reporting

Asset staff are required to provide annual asset reporting for valuations and grant application requirements. These specific reports include but are not limited to:

- Footpath asset listing including attributes
- Footpath spatial mapping
- Footpath condition report by class
- Footpath maintenance report

4 DEPOT OPERATIONS

The core responsibilities of council's depot operations with relation to footpath and cycleways is; the identification of footpath defects and the rectification of those defects through routine and responsive maintenance. Defects are identified through an inspection process and assessed against intervention definitions

4.1 Footpath and Cycleway Inspection

Inspect for defects associated with the pathway surface, obstructions, signage, hand and barrier rails (if applicable).

Responsibility - Operations & Infrastructure.

Paths	Defect Inspection Interval	Customer Request Inspection
High Use Footpath	12 months	5 days
Medium Use Footpath	12 months	5 days
Low Use Footpath	24 months	10 days
Bike path	12 months	10 days
Shared Path	12 months	10 days

4.1.1 Defect Definition

The following table is used to identify if any defect exists when undertaking a footpath defect inspection.

Should a defect be identified it is logged as a defect within Confirm Connect which will trigger the creation of the job for works to be undertaken to rectify the defect identified.

Bituminous Seal & Asphalt Footpaths & In-situ Concrete Footpaths					
Determining Criteria	**Condition 1**	**Condition 2**	**Description**	**Action**	**Description**
Area affected	As new	Up to 10%	Up to 25%	Up to 50%	Greater than 50%
Cracking	No more than hairline cracks	Cracks < 5mm	Cracks 5mm – 10mm	Cracks 10mm - 20mm	Cracks > 20mm
Slipperiness	No slippery sections	Slightly slippery sections	Slippery surface section(s)	Very slippery surface section(s)	Extremely slippery surface section(s)
Evenness	No potholes, uneven patches or edge break	Small potholes, uneven patches, slight edge break	Moderate potholes, uneven patches, moderate edge break	Large potholes, uneven patches, moderate edge break	Very large potholes, uneven patches, moderate edge break
Displacement	No deformation or sinking	Deformation or sinking 5mm - 10mm	Deformation or sinking 10mm - 20mm	Deformation or sinking 20mm - 30mm	Deformation or sinking 20mm - 30mm +
Displacement	No deformation or sinking	Deformation or sinking 5mm - 10mm	Deformation or sinking 10mm - 20mm	Deformation or sinking 20mm - 30mm	Deformation or sinking 20mm - 30mm +
Service Structures	No problem	Service structures 5mm – 10mm above/below surrounding path level	Service structures 10mm – 20mm above/below surrounding path level	Service structures 20mm – 30mm above/below surrounding path level	Service structures > 30mm above/below surrounding path level
Ponding	< 5mm deep	5mm – 10mm deep	10mm – 20mm deep	20mm – 30mm deep	Over 30mm deep
Gaps (concrete & paved only)	Uniform, <10mm	Non-uniform, <10mm	Non-uniform, 10mm – 20mm	Non-uniform, 20mm – 30mm	Non-uniform, over 30mm
Risk	Low risk to public	Low risk to public	Medium risk to public	High risk to public	Very high risk to public
Action Required	No action required	Treat defects under routine maintenance	Treat defects under planned maintenance	Planned renewal/ rehabilitation required	Renewal/ rehabilitation required as soon as possible

4 DEPOT OPERATIONS

1

2

[1] Images from IPWEA Practice note 1, Appendix 2

[2] Images from IPWEA Practice note 1, Appendix 2

Gravel Paths [3]	
Condition	**General Meaning**
Very Good	Sound surface, well maintained with no significant defects. No works required.
Good	As grade 1 but showing minor wear, tear and deterioration of the surface e.g. some minor corrugations and rutting. Deterioration has no significant impact on functionality, user comfort and appearance of the surface. Only minor works required.
Fair	Surface functionally sound, but appearance and serviceability affected by minor defects e.g. corrugations/ rutting < 20mm, small potholes, scouring and minor loss of metal. Deterioration beginning to affect functionality and appearance. Likely to require renewal within 5 years approx.
Poor	Surface functioning but with problems due to significant defects e.g. corrugations/ rutting up to 50mm, scouring, moderate potholes and vegetation growth, significant loss of metal and contamination with mud, likely to cause marked deterioration of functionality and appearance. Likely to require rehabilitation/renewal within 2-3 years.
Very Poor	Surface has serious problems e.g. corrugations/ rutting >50mm and large potholes and substantial loss of metal, causing unacceptable deterioration in safety, lack of function and appearance. Priority rehabilitation/renewal required.

Concrete and Paving [4]	
Condition	**General Meaning**
Very Good	Sound surface designed and constructed to current standards; well maintained with no visible defects. No works required.
Good	As grade 1 but constructed to current standards, showing minor wear, tear and deterioration of surface e.g. slight surface uneveness and hairline cracking but good drainage. Deterioration has no significant impact on functionality, user and appearance. Only minor works required.
Fair	Surface functionally sound, but appearance and serviceability affected by minor defects e.g. minor wear of surface, cracked cobbles, loss of jointing material, vegetation growth cause a slippery surface unevenness, some water ponding. Deterioration beginning to affect functionality, user comfort and appearance, or not designed or constructed to current standards. Likely to require renewal within 5 years approx.
Poor	Surface functioning but with problems due to significant defects e.g. significant wear of surface, cracking, surface unevenness, misalignment of cobbles and loss of jointing/ bedding material, vegetation growth causing slippery surface and significant water ponding, causing marked deterioration of functionality and appearance, or not designed or constructed to current standards. Likely to require rehabilitation/renewal within 2-3 years.
Very Poor	Surface has serous problems or badly constructed e.g irregular surface, broken/ missing cobbles, inadequate drainage, vegetation growth causing slippery surface and unravelling of cobbles, causing deterioration in safety, user comfort and appearance. Priority rehabilitation/ renewal required.

[3] IPWEA Practice note 10.1 Inventories, condition and performance grading Asset condition grading descriptions, tracks paths and hard services.

[4] IPWEA Practice note 10.1 Inventories, condition and performance grading Asset condition grading descriptions, tracks paths and hard services.

Asphalt and Spray Coat [5]	
Condition	**General Meaning**
Very Good	Sound Surface designed and constructed to current standards; well maintained with no visible defects. No works required.
Good	As grade 1 but showing minor wear, tear and deterioration of surface e.g. minor cracking, bleeding of bitumen, but no significant depressions, potholes, edge break or drainage problems. Timber edging showing minor or isolated damage. Deterioration has significant impact on functionality, user comfort and appearance, or not designed or constructed to current standards. Only minor works required.
Fair	Surface Functionally sound, but appearance and serviceability affected by minor defects e.g. cracking allowing water intrusion, depressions, edge break and patching. Timber edges starting to exhibit frequent minor damage defects. Some deterioration beginning to affect functionality, user comfort and appearance, or not designed or constructed to current standards. Likely to require renewal within 5-6 years approx.
Poor	Surface functioning but with problems due to significant defects e.g. cracking 2-5mm, surface irregularities/ depressions, edge break and small potholes with water ponding, causing marked deterioration of functionality and appearance, or not designed or constructed to current standards. Timber edging showing marked damage, collapse or decay, effecting the edge stability of the path. Likely to require renewal within 2-4 years.
Very Poor	Surface has serious problems, and has failed or about to fail in the near future e.g. irregular surface, large potholes/edge break, widespread cracking >5mm and water ponding, causing unacceptable deterioration in safety, user comfort and appearance. Timber edging has failed or is about to fail. Priority rehabilitation/renewal required.

[5] IPWEA Practice note 10.1 Inventories, condition and performance grading Asset condition grading descriptions, tracks paths and hard services.

Boardwalks	
Condition	**General Meaning**
Very Good	Sound boardwalk designed and constructed to current standards, well maintained with no defects. No works required.
Good	As grade 1 but not designed or constructed to current standards, showing minor wear and deterioration e.g. weathering of timber, minor impact damage, but no staining of fastenings. Deterioration has no significant impact on stregth, functionality and appearance of the boardwalk. Only minor works required.
Fair	SurfaBoardwalk functionality sound, but appearance affected by minor defects e.g. slight impact damage, vandalism, decay/spitting of timber, staining and loosing fastenings. Deterioration beginning to affect the strength, functionality and appearance of the structure, or not designed or constructed to current standards. Likely to require renewal within 5-6 years approx.
Poor	Boardwalk functioning but with problems due to significant defects e.g. impact damage, rotting/splitting of timber, loosening of fastening and supports, degradation of non slip features, causing a marked deterioration in strength, stability, functionality and appearance. Likely to require renewal within 1-2 years.
Very Poor	Boardwalk has serious problems and has failed or is about to fail in the near future, causing unacceptable deterioration in strength, stability, safety and appearance. Priority rehabilitation/ renewal required.

4.1.2 Defect Inspection Routine

The following table outlines the defect inspection timeframe intervals.

Roads	Defect Inspection Interval	Customer Request Inspection
Sealed/Paved Footpath	1 year	5 days
Unsealed footpath/track	2 years	10 days

- Preventative maintenance includes proactive maintenance and planned maintenance. Simple maintenance tasks.
- Reactive maintenance includes corrective maintenance and unplanned maintenance. This will extend the life of asset instead of further deterioration.

4.2 Footpath and Cycleways Maintenance

Footpath and cycleways Maintenance is triggered via response to a compliant, enquiry or event (reactive maintenance) or is routine in nature, based schedule of maintenance events.

Footpath and cycleways inspections are aligned with the Ararat Rural City Council Road Management Plan 2021 and the IPWEA Practice note 10.1 Inventories, condition and performance grading Asset condition grading descriptions, tracks paths and hard services.

4.2.1 Routine Maintenance

Routine maintenance is scheduled maintenance applied to a footpath/cycleway outside of reactive maintenance, where a footpaths and cycleways maintenance team will visit a footpath onsite and complete any maintenance works required on the footpaths and cycleways where any defects exist outside of intervention levels.

Routine maintenance scheduling operates as per the table below.

Roads	Maintenance Interval	Responsibility
Sealed/Paved Footpath	1 year	Depot Operations
Unsealed footpath/track	2 years	Depot Operations

4 DEPOT OPERATIONS

4.2.2 Reactive Maintenance

Reactive footpaths and cycleways maintenance is undertaken by the depot operations team. It is packaged via a works coordinator who distributes jobs using Confirm WorkZone for execution by crews in Confirm Connect based on identified defects through the inspection process.

Reactive maintenance works may be triggered by:

- Reactive inspections following a customer request.
- Routine inspections in accordance with the Municipal Road Management Plan.
- Inspections following an incident on Council's pathways.

Roads	Timeframe	Responsibility
Sealed/Paved Footpath	5 days	Depot Operations
Unsealed Footpath/Track	5 days	Depot Operations

5 ENGINEERING AND PROJECTS

5.1 Footpaths and Cycleways Intervention Definitions

The purpose of footpath and cycleways intervention definitions is to describe the level of a defect which subsequently requires maintenance to rectify.

The following table outlines the response time to a footpath/cycleway defect dependant on the road hierarchy that the footpath and cycleway resides within. Roads with higher utility are graded with higher response objectives specific to items requiring maintenance:

Response Code	Response Mechanism	Response Time
A	Inspect and rectify if possible, or provide appropriate warning, or place on maintenance program.	Within 1 business day of inspection or notification.
B		Within 2 business days of inspection or notification.
C		Within 10 business days of inspection or notification.
D		Within 20 business days of inspection or notification.
E		Within 60 business days of inspection or notification.
F		Within 6 months of inspection or notification.
G		Within 1 year of inspection or notification.

5 ENGINEERING AND PROJECTS

Description of Hazard	Category			
	4	3	2	1
Footpath lips or trip hazards greater than 40 millimetres in height difference. Mounds or depressions greater than 100 millimetres under a straight edge. Cross falls steeper than 1 in 20.	D	D	E	N/A
Asphalt footpath affected by tree roots, lifted or depressed greater than 40 millimetres in height difference and cracked or potholed more than 20 millimetres in width and 200 millimetres in diameter respectively.				
Concrete bay is cracked or broken more than 20 millimetres in width.	E	E	F	N/A
Gravel Path potholed greater than 200 millimetres in diameter and 50 millimetres in depth and depressed by 25 millimetres.	N/A	N/A	F	N/A

Defect Code	Defect Name
PWBP	PW-Bluestone Paver Maintenance
PWCR	RM-PW-Cracks >15mm W x 200mm L
PWHR	RM-PW-Missing/Damaged HandRail
PWHS	RM-PW-Hazard/Slippery Material
PWLC	PW-Cracking <15mm W < 200mm L

Defect Code	Defect Name
PWST	PW-Seal Vertical Displace <40
PWTT	PW-Broken/Missing Tactile
PWUS	PW-US Vertical Displace <40mm
PWVD	RMPW-Seal Vertical Displace>40
PWVE	RM-PW-US Vertical Displace >40

Intervention response times apply from the time of defect identification by council that exceeds the stated intervention level. Identification by Council may be through proactive inspection, reactive inspection following a customer request, or other responsive notification. Where an interim response has been made, the intervention response time shall apply from the time the interim response is completed.

Where multiple defects exceeding intervention levels are identified, intervention shall be prioritised in asset hierarchy order. Where resources are constrained (availability of funds, materials, specialist contractors or specialist equipment), the intervention response times may be extended subject to risks being managed through temporary treatment provisions.

For dwelling and property access roads that are of natural surface or without formation, the intervention standard for natural surface road or track shall apply regardless of the road's hierarchy.

The identification of a defect that exceeds the stated intervention level does not oblige Council to upgrade or maintain the asset to a standard higher than that which it was constructed.

Council endeavours to identify defects that exceed the stated intervention thresholds. Where intervention thresholds are exceeded, treatment will be undertaken in accordance with the timeframes identified and subject to available resources.

5.2 Renewal and Capital Works Planning

- Council footpaths and cycleways assets approaching end-of-life or no longer meet community needs, will be considered for renewal.
- Priority of renewal will be determined based on the following factors:
  - Average traffic volume
  - Significance of the asset to the surrounding road network (are there nearby alternative routes?)
  - Significance of asset for agricultural and other key industries
  - Serviceability of the existing structure
  - Date from which the asset has been identified as eligible for renewal
- Renewal of footpath and cycleway assets will consider foreseeable road network growth, and potential expansions of asset use in the future. Footpaths and cycleways will be designed to meet all current standards and industry best practice documents, including:
  - Australian Standard AS 1428
  - Australian Standard As 1158.1 – Road Lighting – Pedestrian Area
  - Disability Discrimination Act 1992
  - Commonwealth Disability Standards
  - Austroads Guide to Road Design Part 6A – Pedestrian and Cyclist Paths
  - Infrastructure Design Manual
- Risk Assessment based on priority of renewal factors by engineers.
- Decision matrix based on the priority of renewal factors with relevant scaling decided by the engineers.

5.3 Construction Standard

Council requires all pathways being constructed (or renewed) to be designed and constructed in accordance with the Infrastructure Design Manual. Refer to the IDM for the full set of design standards and conditions, alongside the associated standard drawings. www.designmanual.com.au

The following table details the relevant key standards:

Classification	Construction Standard
Footpaths (all categories)	2.0m width required in commercial areas. 1.5m width required in residential areas. 125mm thick (25 Mpa) concrete in residential areas with SL72 mesh placed centrally. 150mm thick (32 Mpa) concrete in commercial areas with SL72 mesh placed centrally.
Shared Paths (all categories)	Design to be in accordance with Austroads Guide to Road Design Part 6A: Pedestrian and Cyclist Paths (Minimum width being 2.5m).

5.4 Creation/Acquisition/Upgrade Plan

Footpaths and cycleways renewals will be undertaken as individual projects. Ararat Rural City Council Engineering staff will be responsible for overseeing successful project completion, in accordance with industry best practice standards for project management, and this document.

Key stages of the project are:

- Monitor footpaths and cycleways regularly up to engineers' specification

5.5 Disposal Plan

In order to achieve a holistic approach for infrastructure financial sustainability, Council must ensure that resources are not spent on maintaining or renewing assets which no longer serve a genuine community demand.

Disposal of assets, therefore, serves as a tool for achieving optimal use of the available resources. Pathway infrastructure is generally considered to be essential to the connectivity of Ararat's transport and recreation needs, therefore demand for disposals is usually low. Council shall; however, endeavor to evaluate the community demand for pathway assets upon their end of life in order to ascertain if an overall benefit is provided to the community by allocating funds to conduct renewal works.

5 ENGINEERING AND PROJECTS

The disposal of pathways infrastructure may occur under the following conditions:

- A request is made by the community which is approved by Council;
- Following a study of demand, it is demonstrated that an asset receives low or no usage and thus continual expenditure on maintaining the asset is not justified; or
- An asset is handed over to a private interest or other authority.

Currently no pathway infrastructure is planned for disposal.

6 CONTRACTS AND PROCUREMENT

6.1 Tender Process

The tender process for all asset management types will be in accordance with Council's Procurement Policy. Procurement Policy FINAL 30 May 2023.pdf

6.2 Financial Tracking of Renewal Projects

Financial Tracking of contracts is undertaken through Council's financial system and associated tracking numbers.

6.3 Project Milestone Reporting

Project Milestone Reporting will be undertaken in compliance with funding milestone requirements and contract hold points and key performance indicators.

7 FINANCE AND VALUATIONS

This section references councils Non-Current Asset Accounting and Valuation Policy (refer to appendix).

7.1 Asset Valuation

Ararat Rural City Council has a responsibility to financially represent its network of assets to fair value. Valuations are conducted using structured classes as nominated within this plan, assigning unit rates to those classes based on real word values and multiplying the area of each asset to the assigned unit rate, when undertaking a comprehensive revaluation.

7.2 Asset Capitalisation

Footpath and cycleway assets captured and represented within the Asset Management System are capitalised assets within councils financial reporting.

7.3 Carrying Amount or Net Book Value

The current carrying amount or net book value of an asset is recognised after deducting any accumulated depreciation and accumulated impairment losses.

7.4 Current and Non-Current Assets

All footpath and cycleway assets are treated as non-current and financially planned for as a renewal asset.

7.5 Asset Depreciation

The depreciable amount of each component/part of all Non-Current Assets is undertaken in compliance with clause 5.5 of the Non-Current Asset Accounting and Valuation Policy (refer to appendix).

7.6 Representation of Asset Costings within Finance System

Asset renewal projects are tracked within the council finance system using 'tracking categories'. Maintenance and general works expenses are tracked at a network layer within the finance system; however, individual works costs can also be reported through the Asset Management System (Confirm).

8 CUSTOMER SERVICE

8.1 Complaints

Complaints will be logged via Council's customer request management system (CRMS).

8.2 Request for Service

Customer request for service will be logged via Council's customer request management system (CRMS). Examples of request for service specific to bridges are:

- Broken sections of footpaths
- Overgrown footpaths/access

8.2 Feedback

General feedback is captured by customer service via email.

8.4 Customer Request Management System (CRMS)

Council's customer request system (CRMS) will be used to report and record customer/public requests related to Council assets, including footpaths and cycleways. Customers can log a request online, or phone the request into customer service, who log the request on the customer's behalf. The request is then assessed by the responsible member of staff, and work scheduled accordingly. Once the request is complete, Council staff will notify the customer.

9 RISK/OCCUPATIONAL HEALTH AND SAFETY

9.1 Safety and Risk Management

All management and operational work related to asset management (including risk, incident reporting and safe work methods) will be undertaken in accordance with Council's OH&S Policy and associated procedures.
OHS Policy FINAL 19 January 2021.

10 GOVERNANCE/CEO'S OFFICE

10.1 Management of Plan

This plan will be adopted and managed on a formal four-year cycle of review.

This plan will be stored under council's Governance SharePoint policy manual, owned by the Office of the CEO and be subject to out of cycle review at the discretion of the CEO.

10.2 Audit

This plan will be available for all standard audit requirements.

11 ORGANISATIONAL TRANSFORMATION

11.1 Asset Digital Monitoring

Taking a 'Smart Cities' approach Ararat Rural City Council looks to take advantage of technology that supports the use of Asset Monitoring in particular the ability to:

- Enhance the accuracy of estimated remaining useful life.
- Enhance the accuracy of current asset condition.
- Enhance the accuracy of measuring asset health.

11.2 Asset Alerting Services

Taking a 'Smart Cities' approach Ararat Rural City Council looks to take advantage of technology that supports the use of automated alerting specific to council assets.

Current examples of this include alerting when a public bin along Barkly Street reaches a fullness threshold, or when certain storm water systems exceed volume and flow thresholds.

It is Ararat Rural City Councils intent to trial and implement sensor technology where relevant to monitor any of our building assets into the future.

11.3 Public Data Access

Ararat Rural City Council is currently undertaking an assessment to establish additional data sets related to building and structures that may be considered for future public access including

- Condition.
- Attribute.
- Defect.
- Maintenance.
- Financial.
- Spatial.
- Civil and Design.

11.4 Predictive Asset Management

The Rural Councils Transformation Program is a state government funded initiative that is funding the current development of Ararat Rural Councils predictive asset management platform. The platform is intended to have development completed in Q3 2023 ready for testing and organisational use in Q4 2023. The core functions of the predicative asset management platform are

- Analytics at both a network and individual asset level to determine if useful life estimates are trending accurately to current useful life valuation predictions.
- Asset in the annual construction of asset financial valuations for calculated assets.
- Forward predict a rolling 10-year capital works program based on current degradation rates of council assets.
- Detailed reporting including spatial insights across asset classes.

11.5 Key Performance Indicator Platform

The management of all Council's assets will be measured and tracked via Council's service level key performance indicator system within PowerBI. This system will enable monthly tracking of data identified as critical to success related to the Assets service. This key performance indicator information is viewed and monitored by the CEO.

Ararat Rural City

CONTACT

Should you have any queries regarding this handbook or attachments please contact the Ararat Rural City Council on 03 5355 0200 or council@ararat.vic.gov.au